



Republic of the Philippines
Department of Education
Cordillera Administrative Region
Schools Division of Tabuk City



Office of the Schools Division Superintendent

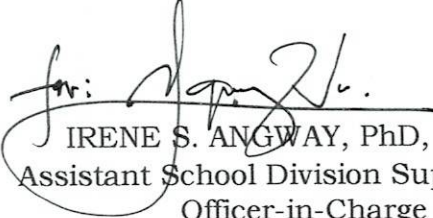
DIVISION MEMORANDUM
NO. 53 S., 2020

March 2, 2021

To SGOD/ OSDS/CID
Secondary/ Elementary School Heads
Health and Nutrition Section Personnel
Administrative Assistant
All Others Concerned

Enrollment of Health Personnel (Dentists and Nurses) and Administrative Assistants to the school Biometrics – Based Time Keeping System

1. All School Health personnel and Administrative Assistants are required to;
 - A. Enroll in the Biometrics- based time keeping system in all schools assignment,
 - B. School health personnel and administrative assistants are required to log in and log out every time they report to schools.
 - C. Attach printout of biometric entries to the DTR every end of the month.
2. Immediate dissemination and strict compliance with this memorandum is directed.


IRENE S. ANGWAY, PhD, CESO VI
Assistant School Division Superintendent
Officer-in-Charge

Office of the Schools Division Superintendent

